

Municipality of the District of St. Mary's
Postdated Cheques Policy



Preamble:

It shall be a policy for staff to accept postdated cheques for taxes receivable and utility services.

Terms:

Staff shall accept postdated cheques for taxes receivable and utilities.

The postdated cheque shall be filed by staff and shall be processed on the date that appears on the cheque. There shall not be any arrangements made by staff to hold the cheque from processing after the date on the cheque.

If the postdated cheque is returned by the bank as NSF (Non-Sufficient Funds) the Municipality shall charge an administration fee of \$25.00 per cheque to the account for which the cheque was to be applied.

Municipal Clerk

Date